

City of Mesa Supplement  
to the  
City of Phoenix 2007  
Traffic Barricade Manual

City of Mesa  
Temporary Traffic Control  
Rules and Procedures



TRANSPORTATION DEPARTMENT

AUGUST 2011

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City of Mesa  
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# Foreword

Well planned and executed temporary traffic control measures are vital to the safety of the public as they travel through work zones, and to the safety of workers in those zones. They are also critical to minimizing the impact on the traveling public, and allowing needed work to be completed as quickly as possible.

The City of Mesa has adopted the City of Phoenix 2007 Traffic Barricade Manual along with the Mesa Supplement to the 2007 Phoenix manual as Mesa's Traffic Barricade Manual.

This booklet was prepared to help people working in public right-of-way (streets, sidewalks, multi-use paths, etc.) or planning special events that require traffic restrictions in the City of Mesa. It includes:

- The Mesa Supplement to the 2007 Phoenix Barricade Manual
- Temporary Traffic Control Permit Rules and Procedures
- Information on Traffic Control Permit fees and Civil Sanctions
- Excerpts from applicable sections of Mesa City Code
- The ordinance adopting the barricade manual for Mesa

This information as well as a pdf file of the Phoenix barricade manual are available on the Mesa Transportation web site at <http://www.mesaaz.gov/transportation>. Hard copies of the Phoenix manual are available from the City of Phoenix.

Hard copies of this booklet are available at no charge. Requests for copies as well as any questions or comments about Temporary Traffic Control in the City of Mesa should go to:

480-644-4TTC (4882) or email: [barricade@mesaaz.gov](mailto:barricade@mesaaz.gov).

# **Corrections & Revisions**

## **Second Printing April 2015**

1. Page 10, Section 18, first three bullet points and Page 29, first three bullet points: Clarification on when temporary pavement markers may be used in lieu of channelizing devices.
2. Page 40, Under Section C, APPLICATION PROCEDURE: Last bulleted paragraph added regarding lead time for closures and major restrictions. This addition to the Temporary Traffic Control Rules and Procedures was originally published on the City of Mesa web site effective September 23, 2014.
3. Page 44, Under Temporary Traffic Control Permit Fees: Last bulleted paragraph added regarding when minimum fee applies.
4. Pages 45-47, CIVIL SANCTIONS: Correct City Code sections listed.

CITY OF MESA SUPPLEMENT  
TO THE  
CITY OF PHOENIX  
2007 TRAFFIC BARRICADE MANUAL

Effective  
August 6, 2011

This supplement is presented in two formats. Format A—Narrative presents the supplement as an easy to read narrative. Format B—Detailed Reference presents the supplement with detailed references to the City of Phoenix 2007 Traffic Barricade Manual, and is suitable for making notations directly in a copy of the Phoenix manual.

## NOTES



CITY OF MESA SUPPLEMENT  
TO THE  
CITY OF PHOENIX  
2007 TRAFFIC BARRICADE MANUAL

Format A

NARRATIVE

VERSION

## 1.0 Introduction

*This Narrative version of the City of Mesa's Supplement to the City of Phoenix 2007 Traffic Barricade Manual (COP TBM) presents the Mesa Supplement in an easy to read, narrative format. The Mesa Supplement is also available in a Detailed Reference format that is suitable for making notations directly in the COP TBM.*

## 2.0 Engineering Judgment

*The 2003 MUTCD states in Section 1A.09 that the MUTCD "should not be considered a substitute for engineering judgment." This is equally true of this Traffic Barricade Manual. No single publication could ever cover all the diverse conditions and circumstances a practitioner may face in controlling traffic on city streets. Engineering judgment is essential in applying the principles and practices contained in this Traffic Barricade Manual. Variations from the requirements and typical illustrations in this manual may be needed based on analysis and engineering judgment of a specific situation. The City Traffic Engineer shall have the final authority with respect to such variations.*

## 3.0 References to the City of Phoenix

*Some terms are used throughout the Phoenix manual that apply specifically to the City of Phoenix. Rather than noting this each time the terms appear, those terms are noted in the following table along with how they should be interpreted with respect to the City of Mesa.*

<b><i>Term in Phoenix Manual</i></b>	<b><i>Mesa Equivalent</i></b>
<i>RMP: The Right of Way Management Program</i>	<i>Temporary Traffic Control Program</i>
<i>RMP Administrator</i>	<i>City Traffic Engineer or Designee</i>
<i>RMP Agent</i>	<i>Traffic Barricade Coordinator, Temporary Traffic Control (TTC) Staff or any other authorized agent working on behalf of the City Traffic Engineer</i>
<i>RMP Client</i>	<i>Entity authorized to work in the right-of-way be it a contractor, city crew, utility company, etc.</i>

<b><i>Term in Phoenix Manual</i></b>	<b><i>Mesa Equivalent</i></b>
<i>TRACS—Temporary Restriction and Closure System Permit</i>	<i>TTC Permit—Temporary Traffic Control Permit</i>

*Other more general terms referring to the City of Phoenix should be interpreted as applying to the City of Mesa.*

**4.0 Temporary Traffic Control Permit**

*All persons, contractors, utilities, and other agencies including City departments must obtain a TTC permit if they are to restrict access (partial or complete closures) on public streets, sidewalks, bike lanes, alleys or other public facility except as noted in the City of Mesa Temporary Traffic Control Rules and Procedures. The permit authorizes restrictions to be in place as specified on the permit, but does not guarantee the requester exclusive rights to occupy a particular portion of the public right-of-way. Weather, emergencies, incidents, or other projects and special events might require rescheduling of activities. The City will attempt to identify all known potential conflicts so they can be resolved cooperatively among those involved.*

*Unless otherwise exempted by the TTC Rules and Procedures, TTC permits are required for restrictions on local streets as well as on collector and arterial streets.*

*In the case of unplanned restrictions due to emergencies, notify Transportation as soon as practical at 480-644-4TTC (4882)*

**5.0 Peak Traffic Hours**

*City of Mesa peak traffic hours are  
6:30 a.m. to 8:30 a.m. and 4:00 p.m. to 6:00 p.m. weekdays*

**6.0 NCHRP 350 Compliance**

*All temporary traffic control devices shall comply with NCHRP Report 350 requirements.*

## **7.0 Necessity for Restrictions**

*Restrictions and closures are permitted only when necessary considering impact to the traveling public, safety and efficiency. Restrictions shall not be in place when work activities are not being performed. Restrictions shall not be left in place simply for convenience or to avoid the need to remove barricades at the end of the work shift and reset them the following day. Restrictions shall not be left in place solely to accommodate storage of equipment, supplies, debris, etc. Excavations should be covered with steel plates or backfilled and the lanes opened to traffic at the end of the work day unless it is not feasible to do so.*

*Approval of a Temporary Traffic Control Plan that includes restrictions and closures for a given time period does not constitute approval to leave restrictions and closures in place in conflict with the requirements set forth above.*

## **8.0 Designated Responsible Person**

*Any entity employing temporary traffic control on public streets, sidewalks, bike lanes, alleys or other public facilities must have a designated person who will be responsible for ensuring that all barricades, signs, barricade lights, signals, and other traffic control devices are established and maintained in compliance with the City of Mesa Traffic Barricade Manual, and the MUTCD. The designated person shall be trained and possess a current certification in temporary traffic control standards and practices by either ATSSA (American Traffic Safety Services Association) or IMSA (International Municipal Signal Association). The designated person may be an employee of a traffic control company hired by the entity conducting the work. However use of a traffic control company does not relieve the entity doing the work from the responsibility to comply with the Traffic Barricade Manual.*

## **9.0 Advance Notice for Restrictions**

*Advance notice to the public is required for certain planned restrictions. The amount of advance notice provided to the public depends primarily on the functional classification of the street, the type, extent and duration of the restriction, and the amount of disruption to normal traffic the restriction will cause. Minimum advance notice requirements are as follows unless an alternative is approved in the TTC*

permit. Advance notice may be required for other situations as determined by TTC Staff.

- Full street closure .....7 full calendar days
- Peak hour reduction in through lanes on major street ..... 7 full calendar days
- Left turn prohibition at a major street signalized intersection .....3 full weekdays

*This 3-day notice is applicable to major projects that typically have traffic control in place for several weeks or months. Advance notice is not required when the turn prohibition is during non-peak hours only, and planned for no more than three consecutive days.*

*The required advance notice is typically to be done with variable message boards. Use of static signs for advance notice may be feasible in limited situations. Use of static signs must be approved in the TTC permit.*

**10.0 Relocation of Pedestrian Routes**

*When pedestrian routes need to be temporarily relocated, the relocated routes should be maintained on the same side of the street as the original route unless otherwise approved by TTC staff. If a traffic lane is used for a temporary pedestrian route on a major street, pedestrians should be separated from traffic, preferably by temporary traffic barrier, or longitudinal channelizing barricades where feasible. In some cases a buffer zone created with other barricades or channelizing devices may be used. Factors to be considered in determining which separation method to use include length of relocated route, duration of relocation, volume and speed of traffic, volume of pedestrians, physical constraints to placing barriers or longitudinal channelizing barricades, etc.*

**10.1 Routing Pedestrians Into Curb Lane**

*See COP TBM p. 22, Figure 1. On major streets, or when temporary pedestrian route is in a normal traffic lane (not a parking lane), and traffic is maintained in the adjacent lane, pedestrians should be separated from traffic by a temporary traffic barrier or*

*longitudinal channelizing barricades per Section 10.0 above. Depending on the curb height and lane width, the ramp may need to be installed with the slope parallel to the sidewalk and a landing at the top of the ramp to provide an ADA compliant slope. Maximum slope allowed is 1:12.*

## **11.0 Temporary Barriers**

*Temporary barriers must be designed, installed, and maintained in compliance with the MUTCD and the AASHTO Roadside Design Guide. A detailed plan is required for any proposed use of temporary barriers. Such plan shall be prepared under the supervision of a registered professional engineer familiar with the design requirements for temporary barriers in the MUTCD and AASHTO Roadside Design Guide and sealed by the engineer.*

*Barricade warning lights may be used on temporary barriers per the MUTCD.*

## **12.0 Longitudinal Channelizing Barricades**

*Longitudinal channelizing barricades are lightweight, deformable channelizing devices that can be used singly as Type I, II, or III barricades, or connected so they are highly visible and have good target value. They can be used to channelize vehicular and/or pedestrian traffic, and can provide a continuous separation between pedestrians and traffic lanes or work zones. When used during hours of darkness to channelize traffic, the channelizing barricades are to have approved barricade warning lights attached and operational.*

*Longitudinal channelizing barricades are not temporary traffic barriers. However, some devices can function either as a channelizing barricade or a temporary barrier depending on how they are installed. It is important to follow the manufacturer's instructions for a given device to make sure it is being installed properly for the intended use.*

## **13.0 Service Vehicles**

*A service vehicle is a vehicle used in the construction, operation, maintenance, or service provision of a municipal, utility or other similar facility, infrastructure or service. When service vehicles must travel*

*slowly or stop for brief periods, they are to display one of the following operating high level warning light systems.*

- *High intensity rotating, flashing, oscillating, or strobe lights. Service vehicles with this type of lighting may be used to close a lane for a maximum of 40 minutes.*
- *One arrow panel in combination with high intensity rotating, flashing, oscillating, or strobe lights. Service vehicles with this type of lighting may be used to close a lane for a maximum of 60 minutes.*

*A short taper of cones may be used behind a service vehicle in addition to the lights described above.*

*The high intensity rotating, flashing, oscillating, or strobe lights must be visible to drivers who are approaching the service vehicle in the same lane the service vehicle is in, and to drivers approaching from the same direction in adjacent lanes. It may also be desirable for the rotating, flashing, oscillating, or strobe lights to be visible to drivers approaching from different directions depending on specific circumstances such as time of day, proximity to traffic in opposing lanes, etc.*

## **14.0 Arrow Panels**

*Arrow panels are required for all lane closures on multi-lane streets, day or night, except for short term closures (not to exceed 40 minutes) as described under “Service Vehicles,” above, and as provided for in Chapter 4 and illustrated in Figure 5 of the COP TBM, and for emergencies.*

*Arrow panels shall comply with MUTCD requirements.*

## **15.0 “KEEP LEFT” and “KEEP RIGHT” Signing with Channelization**

*Channelization requires “KEEP LEFT” and/or “KEEP RIGHT” signs to clearly indicate the proper path to drivers. A “KEEP LEFT” or “KEEP RIGHT” sign shall be placed at the beginning of a line of channelizing devices, except where the W12-1 or W12-1a lane splitter sign is used. In addition, “KEEP LEFT” and/or “KEEP RIGHT” signs shall be placed at*

*each intersection and at a maximum spacing of 500 feet where intersections are spaced more than 500 feet apart. Additional “KEEP LEFT” and/or “KEEP RIGHT” signs shall be used as needed at or near driveways to direct drivers to the correct lanes. One “KEEP LEFT” and/or “KEEP RIGHT” sign may serve more than one driveway where the driveways are closely spaced.*

*However “KEEP RIGHT” and/or “KEEP LEFT” signs are not required in a short term setup (less than one hour) where traffic is not being channelized left of center and where channelizing devices are set in such a way that the proper path to follow is self-evident to drivers.*

## **16.0 Channelization Required When Two-Way-Left-Turn Lane Marking is Missing**

*Channelization must be provided when the existing two-way-left-turn lane marking is obliterated or missing. Channelization must be provided even if only one side of the two-way-left-turn lane marking is missing.*

## **17.0 Pavement Marking Removal**

*Slurry seal is not to be used to obliterate markings unless specifically approved by the Transportation Department.*

## **18.0 Obliterated or Missing Lane Lines on Multilane Streets**

*Where traffic is maintained on multilane streets without lane lines, the following minimum requirements apply:*

- *Centerline must be delineated with channelizing devices except where a raised median or other physical feature serves to indicate the left edge of the traveled way. Temporary pavement markers shall not be used for centerline delineation.*
- *Separate left turn pockets are to be delineated with channelizing devices or temporary pavement markers.*
- *Exclusive right turn lanes at driveways and intersections are to be delineated with channelizing devices, or temporary pavement markers.*



- *Channelizing devices shall be spaced per the MUTCD: Spacing in feet shall not exceed 1 times the posted construction speed limit in mph on tapers, and 2 times the posted construction speed limit in mph on tangent sections.*
- *Where the street normally carries no more than two lanes of traffic in one direction, no additional lane delineation between the centerline barricades (or raised median) and the curb is required.*
- *Where the street normally carries three or more lanes of traffic in one direction, delineation of the lanes between the centerline barricades (or raised median) and the outside curb is required. This can be done with channelizing barricades or with temporary pavement markings.*
- *If done with channelizing barricades, it is usually necessary to eliminate one through lane. For example where there are normally three lanes, channelize traffic into two lanes. This type of setup requires review and approval in advance.*
- *If done with temporary pavement markings, such markings shall be reflective and comply with ADOT Standard Specifications for Road and Bridge Construction, 2008, sections 701-2.05, 701-3.05, and 701-3.09. The Chip Seal Pavement Marker per 701-2.05 and ADOT Standard Drawing M-20, may be used for fog, slurry, microseal, overlay and other paving projects where traffic is maintained without permanent lane lines. The markers may be placed on the top surface of a paving course on overlay and similar projects. All temporary pavement markings placed on or visible on final surface courses shall be placed in line with the location of permanent pavement markings. Unless otherwise specified in the project plans or specifications, the minimum spacing of the Chip Seal Marker is one marker per 40 feet, as noted on ADOT Standard Drawing M-20. If more recent versions of the ADOT Standard Specifications and Standard Drawings for temporary pavement markings or the Chip Seal Pavement Marker have been issued since adoption of this supplement, the most*

*recent version shall be used unless otherwise indicated by the City Traffic Engineer.*

## **19.0 Temporary Pavement Striping**

*Centerline markings are to be two 4-inch wide yellow lines with a 4-inch space between.*

*Lane line markings are to be 4-inch wide white lines, placed with 10-foot lineal feet of marking and 30 lineal feet of space between markings. When approaching marked crosswalks, the lane markings shall be 4-inch solid lines within approximately 75 feet of the crosswalk. Edge lines are to be 4-inch wide, continuous, white lines.*

## **20.0 Temporary Pavement Markers**

*Temporary pavement markers may be used instead of temporary paint or tape markings. Temporary pavement markers also may be used instead of channelizing devices to delineate traffic lanes, except centerlines, when lane lines are obliterated or missing. Temporary markers shall be reflective and comply with ADOT Standard Specifications for Road and Bridge Construction, 2008, sections 701-2.05, 701-3.05, and 701-3.09. The Chip Seal Pavement Marker per 701-2.05 and ADOT Standard Drawing M-20, may be used in Mesa for fog, slurry, microseal, overlay, reconstruction and similar paving projects where traffic is maintained without permanent lane lines. When used on overlays, reconstruction and other projects that provide more than a surface treatment, the markers shall be placed on the new surface immediately after paving, rather than on the old surface before treatment. All temporary pavement markings placed on or visible on final surface courses shall be placed in line with the location of permanent pavement markings. If more recent versions of the ADOT Standard Specifications and Standard Drawings for temporary pavement markings or the Chip Seal Pavement Marker have been issued since adoption of this supplement, the most recent version shall be used unless otherwise directed by the City Traffic Engineer.*

## **21.0 Manual Traffic Control**

*In some situations, off-duty police officers or flaggers may be required to assist with temporary traffic control.*

### **21.1 Police Officers**

*Use of police officers for manual control of traffic is helpful with certain types of temporary control. Police officers are particularly helpful at major intersections where lanes are restricted and/or some movements are prohibited. Police officers can reinforce posted prohibitions, actively direct drivers in the appropriate direction, and can assess changing traffic conditions and respond accordingly.*

*The contractor, utility, agency or other entity responsible for the work should consider the need for a uniformed off-duty police officer to assist with temporary traffic control. Only uniformed Mesa police officers may be used for temporary traffic control within the City of Mesa, unless no off-duty Mesa officers are available. If no Mesa officers are available for a given date and time, off-duty State Department of Public Safety officers, or Maricopa County Sheriff's deputies may be used until the next date Mesa officers are available.*

*Scheduling and hiring of off-duty Mesa police officers for temporary traffic control is done through the Mesa Police Department at 480-644-2092. A minimum of 48 hours advance notice is needed. All costs associated with using off-duty police officers is the responsibility of the contractor, utility, agency or other entity responsible for the work.*

*Police officers hired to support construction, maintenance or special event traffic control should be briefed by their employer in detail on how the traffic is to move through the temporary traffic control zone, and what the officer is expected to do. At a minimum, officers are typically expected to:*

- *Position themselves so as to have a good view of traffic approaching from all directions*
- *Reinforce signed prohibitions on specific vehicle movements*

- *Be in uniform and equipped with proper equipment such as high-visibility safety vest, two-way radio, signal cabinet police panel key, etc.*
- *Assist pedestrians as needed through the work zone*
- *Direct traffic manually as needed to accommodate unforeseen or unusual traffic pattern changes*
- *Assist difficult flagging operations by providing a more authoritative presence to drivers.*

## **21.2 Flaggers**

*Flaggers shall be trained and certified as flaggers by ATTSA or IM-SA, and possess current flagger certification.*

## **22.0 Existing Traffic Signs**

*Existing signs that are no longer applicable shall be handled per the contract plans and specifications. If the plans and specifications are silent on existing signs, the signs are to be salvaged by carefully storing them out of the way on the adjacent property line. The Transportation Department Sign Shop shall be notified immediately of all sign removals by calling 480-644-3038, and arrangements made to return the salvaged signs to the City Sign Shop.*

## **23.0 Existing Traffic Signals**

*For work affecting traffic signal equipment, notify ITS (Intelligent Transportation Systems) staff at least two working days prior at 480-644-2160.*

*If temporary traffic control at an intersection with left turn signals includes left turn prohibitions, care must be taken to avoid a situation where green left turn signals are displayed in conflict with “NO LEFT TURN” signing at the intersection. This can happen if through traffic is routed in what is normally a left turn lane, or if construction equipment occupies the vehicle detection zone in a closed left turn lane.*

*Notify ITS staff in advance at 480-644-2160 when there is a need to deactivate a left turn signal. It is also critical for ITS staff to know when a left turn signal is to be reactivated to avoid a situation where left turn traffic is faced with a red left turn signal that does not change. At intersections with fully protected left turn signals (where a red ar-*

row is part of the signal display), the left turn signals must be reactivated **before** removing the left turn prohibition.

When traffic through a signalized intersection is guided into lanes other than the lanes normally used for that movement, visibility of the traffic signal indications should be checked. At least one, and preferably two signal faces shall be located within the 40-degree cone of vision approaching the signal. See p. 35 of COP TBM.

## **24.0 Definitions and Abbreviations**

**AASHTO:** American Association of State Highway and Transportation Officials

**ADOT:** Arizona Department of Transportation

**ATSSA:** American Traffic Safety Services Association

**COP:** City of Phoenix

**EMERGENCY:** An unplanned event requiring immediate action to preserve or protect public health, safety or welfare (Add this to the existing definition on P. 105 of the COP TBM.)

**IMSA:** International Municipal Signal Association

**MUTCD:** The Manual On Uniform Traffic Control Devices as adopted by the Arizona Department of Transportation

**NCHRP:** National Cooperative Highway Research Program

**NCU:** Non-City Utility

**ROW:** Right-of-way

**SERVICE VEHICLE:** Any vehicle used in the construction, operation or maintenance of a municipal, utility, or other similar facility or infrastructure, or in the provision of service for a municipal, utility, or other similar service.

***TBM:*** *Traffic Barricade Manual*

***TTC:*** *Temporary Traffic Control*

25.0 City of Mesa Phone Numbers

Temporary Traffic Control Permits  
& Information ..... 480-644-4882(4TTC)  
Traffic Engineering Main Number .....480-644-2160  
Engineering Construction .....480-644-2253

After Hours, Weekends & Holidays, Emergency Numbers

Fire/Police/Medical Emergency..... 911  
Police (Non-emergency) .....480-644-2211  
Utilities Control Center (UCC) .....480-644-2262  
UCC will call out staff as needed to deal with an emergency involving  
City utilities, streets, traffic signals, etc.

Other Numbers

Development Services.....480-644-4273  
Energy Resources Admin. (Gas, Electric) ..... 480-644-2749  
Fire Department non-emergency .....480-644-2622  
Graffiti Hotline.....480-644-3083  
Police—Off-duty Officers..... 480-644-2092  
Solid Waste.....480-644-2688  
Storm Drains.....480-644-3038  
Streetlights .....480-644-3038  
Traffic Signals .....480-644-2160  
Transportation Field Operations .....480-644-3038  
Utilities—see Energy Resources or Water Resources  
Water Resources Admin. (Water, Wastewater).....480-644-2142

## NOTES



**CITY OF MESA SUPPLEMENT  
TO THE  
CITY OF PHOENIX  
2007 TRAFFIC BARRICADE MANUAL**

**Format B  
DETAILED REFERENCE  
VERSION**

**For Use in Making Notations in the  
Phoenix 2007 Traffic Barricade Manual**

## Introduction to this Format

This Detailed Reference version of the City of Mesa's Supplement to the City of Phoenix 2007 Traffic Barricade Manual (COP TBM) presents the Mesa Supplement with detailed references to the COP TBM, in a format suitable for making notations directly in a copy of the Phoenix manual. The Mesa Supplement is also available in an easy to read Narrative format.

Where the Mesa Supplement to the City of Phoenix 2007 Traffic Barricade manual deletes, replaces or modifies portions of the Phoenix manual for use in Mesa, the affected page of the Phoenix manual is listed in a heading, and the changes noted in the following type style:

COP TBM p. 28

Replace third paragraph beginning with "When service vehicles..." with the following text:"

Where Mesa additions are made, they appear with the following type style:

*City of Mesa additions will appear in this type style.*

Any additional explanatory text appears with this type style:

Additional explanatory text will have this type style.

# CITY OF MESA SUPPLEMENT TO THE CITY OF PHOENIX 2007 TRAFFIC BARRICADE MANUAL

## *Preface*

*Some terms are used throughout the Phoenix manual that apply specifically to the City of Phoenix. Rather than noting this each time the terms appear, those terms are noted in the following table along with how they should be interpreted with respect to the City of Mesa.*

<b><i>Term in Phoenix Manual</i></b>	<b><i>Mesa Equivalent</i></b>
<i>RMP: The Right of Way Management Program</i>	<i>Temporary Traffic Control Program</i>
<i>RMP Administrator</i>	<i>City Traffic Engineer or Designee</i>
<i>RMP Agent</i>	<i>Traffic Barricade Coordinator, Temporary Traffic Control (TTC) Staff or any other authorized agent working on behalf of the City Traffic Engineer</i>
<i>RMP Client</i>	<i>Entity authorized to work in the right-of-way be it a contractor, city crew, utility company, etc.</i>
<i>TRACS—Temporary Restriction and Closure System Permit</i>	<i>TTC Permit—Temporary Traffic Control Permit</i>

*Other more general terms referring to the City of Phoenix should be interpreted as applying to the City of Mesa.*

#### COP TBM p. 2

Disregard all of page 2 as this applies specifically to the City of Phoenix, and add the following:

##### *Engineering Judgment*

*The 2003 MUTCD states in Section 1A.09 that the MUTCD “should not be considered a substitute for engineering judgment.” This is equally true of this Traffic Barricade Manual. No single publication could ever cover all the diverse conditions and circumstances a practitioner may face in controlling traffic on city streets. Engineering judgment is essential in applying the principles and practices contained in this Traffic Barricade Manual. Variations from the requirements and typical illustrations in this manual may be needed based on analysis and engineering judgment of a specific situation. The City Traffic Engineer shall have the final authority with respect to such variations.*

#### COP TBM p. 8

Disregard this page entirely as it applies specifically to the City of Phoenix program, and add the following:

##### *Designated Responsible Person*

*Any entity employing temporary traffic control on public streets, sidewalks, bike lanes, alleys or other public facilities must have a designated person who will be responsible for ensuring that all barricades, signs, barricade lights, signals, and other traffic control devices are established and maintained in compliance with the City of Mesa Traffic Barricade Manual, and the MUTCD. The designated person shall be trained and possess a current certification in temporary traffic control standards and practices by either ATSSA (American Traffic Safety Services Association) or IMSA (International Municipal Signal Association). The designated person may be an employee of a traffic control company hired by the entity conducting the work. However use of a traffic control company does not relieve the entity doing the work from the responsibility to comply with the Traffic Barricade Manual.*

#### COP TBM p. 10

Delete the last bullet point.

COP TBM p. 10-11

Under the heading “Who Needs a TRACS Permit?” delete the first paragraph and replace it with the following:

*All persons, contractors, utilities, and other agencies including City departments must obtain a TTC permit if they are to restrict access (partial or complete closures) on public streets, sidewalks, bike lanes, alleys or other public facility except as noted in the rules and procedures. The permit authorizes restrictions to be in place as specified on the permit, but does not guarantee the requester exclusive rights to occupy a particular portion of the public right-of-way. Weather, emergencies, incidents, or other projects and special events might require rescheduling of activities. The City will attempt to identify all known potential conflicts so they can be resolved cooperatively among those involved.*

COP TBM p. 11

Second paragraph, first sentence beginning with “Requests for TRACS permits...” delete “or Downtown District Special Provisions.”

COP TBM p. 11

Third paragraph, delete “restrictions on Local streets,”

COP TBM p. 11

Delete the section titled “How to Obtain a TRACS Permit.”

COP TBM p. 12

Replace the two bullet points with the following:

- *Mesa Temporary Traffic Control 480-644-4TTC (4882)*

COP TBM p. 12

Delete the second paragraph starting with “The amount of advance...” through the list of closure types, and replace it with the following:

*The amount of advance notice provided to the public depends primarily on the functional classification of the street, the type, extent and duration of the restriction, and the amount of disruption to normal traffic the restriction will cause. Minimum advance notice requirements are as follows unless an alternative is approved in*

*the TTC permit. Advance notice may be required for other situations as determined by TTC Staff.*

- *Full street closure.....7 full calendar days*
- *Peak hour reduction in through lanes on major street.....7 full calendar days*
- *Left turn prohibition at a major street signalized intersection.....3 full weekdays*  
*This 3-day notice is applicable to major projects that typically have traffic control in place for several weeks or months. Advance notice is not required when the turn prohibition is during non-peak hours only, and in place no more than three consecutive days.*

*The required advance notice is typically to be done with variable message boards. Use of static signs for advance notice may be feasible in limited situations. Use of static signs must be approved in the TTC permit.*

#### COP TBM p. 12

In the third paragraph, delete the last sentence, which starts with “Work in alleys...”

#### COP TBM p. 12

Under the heading “Citywide General Regulations” change the times listed in item 1 to the following:

*6:30 a.m. to 8:30 a.m. and 4:00 p.m. to 6:00 p.m. weekdays*

#### COP TBM p. 13

Item 3, delete the second paragraph and replace it with the following:

*Whenever traffic in one direction at a multi-lane signalized intersection is restricted to only one through lane, or when turn restrictions are in place, consideration should be given to using a uniformed police officer to assist with traffic control during hours work is underway. (See p. 63-64.)*

COP TBM p. 13

Item 7, add the following as a second paragraph under Item 7:

*When pedestrian routes need to be temporarily relocated, the re-located routes should be maintained on the same side of the street as the original route unless otherwise approved by TTC staff. If a traffic lane is used for a temporary pedestrian route on a major street, pedestrians should be separated from traffic by a buffer zone, temporary traffic barrier, or longitudinal channelizing barricades unless otherwise approved by TTC Staff. Factors to be considered in determining which separation method to use include length of relocated route, duration of relocation, volume and speed of traffic, volume of pedestrians, physical constraints to placing barriers or longitudinal channelizing barricades, etc.*

COP TBM p. 13

Item 8, delete “the Fiesta Bowl Parade, Fabulous Phoenix 4<sup>th</sup> of July, and other major”

COP TBM p. 14

Add Item 10 as follows:

*Restrictions and closures are permitted only when necessary considering impact to the traveling public, safety and efficiency. Restrictions shall not be in place when work activities are not being performed. Restrictions shall not be left in place simply for convenience or to avoid the need to remove barricades at the end of the work shift and reset them the following day. Restrictions shall not be left in place solely to accommodate storage of equipment, supplies, debris, etc. Excavations should be covered with steel plates or backfilled and the lanes opened to traffic at the end of the work day unless it is not feasible to do so.*

*Approval of a Temporary Traffic Control Plan that includes restrictions and closures for a specified time period does not constitute approval to leave restrictions and closures in place in conflict with the requirements set forth above.*

COP TBM p. 14

Delete the text of the “Downtown Special Regulations” section.

COP TBM p. 22, Figure 1

Add the following to Figure 1:

*On major streets, or when temporary pedestrian route is in a normal traffic lane (not a parking lane), pedestrians should be separated from traffic with a buffer zone, temporary barrier, or longitudinal channelizing barricades. Depending on the curb height and lane width, the ramp may need to be installed with the slope parallel to the sidewalk and a landing at the top of the ramp to provide an ADA compliant slope. Maximum slope allowed is 1:12.*

COP TBM p. 28

Third paragraph, first bullet point delete “are designed to provide 360-degree visibility and”

COP TBM p. 28

Fourth paragraph delete second sentence which reads as follows: “Minimum mounting height should be 8 feet.”

COP TBM p. 29

In Figure 5, in the middle portion of the figure noted for “Maximum 60 Minutes” add the following:

- *A short taper of cones may be used behind a service vehicle in addition to the lights described above.*

COP TBM p. 30

First bullet point at top of the page, change to read as follows:

**40 minutes** *if equipped with high intensity rotating, flashing, oscillating, or strobe lights.*

COP TBM p. 33

Replace second paragraph under “Traffic Signs” with the following:

*Existing signs that are no longer applicable shall be handled per the contract plans and specifications. If the plans and specifications are silent on existing signs, the signs are to be salvaged by*



*carefully storing them out of the way on the adjacent property line. The Transportation Department Sign Shop shall be notified immediately of all sign removals by calling 480-644-3038, and arrangements made to return the salvaged signs to the City Sign Shop.*

COP TBM p. 33

Under the heading “Traffic Signals,” delete the entire first paragraph.

COP TBM p. 33

Under the heading “Procedures to be Used Near Traffic Signals,” first paragraph, second sentence replace “the City Signal Engineer (602-262-4693)” with:

*TTC Staff*

COP TBM p. 34

Second paragraph beginning with “The Signal Shop will...”, delete the entire paragraph.

COP TBM p. 34

Third paragraph beginning with “Responsibility for...”, delete the entire paragraph including the two bullet points and replace it with the following:

*For work affecting traffic signal equipment, notify ITS (Intelligent Transportation Systems) staff at least two working days prior at 480-644-2160.*

*If temporary traffic control at an intersection with left turn signals includes left turn prohibitions, care must be taken to avoid a situation where green left turn signals are displayed in conflict with “NO LEFT TURN” signing at the intersection. This can happen if through traffic is routed in what is normally a left turn lane, or if construction equipment occupies the vehicle detection zone in a closed left turn lane.*

*Notify ITS staff in advance at 480-644-2160 when there is a need to deactivate a left turn signal. It is also critical for ITS staff to know when a left turn signal is to be reactivated to avoid a situa-*

*tion where left turn traffic is faced with a red left turn signal that does not change. At intersections with fully protected left turn signals (where a red arrow is part of the signal display), the left turn signals must be reactivated **before** removing the left turn prohibition.*

COP TBM p. 34

Fourth paragraph beginning with “Signal equipment modifications...” delete “24-hours” and replace it with:

*two working days*

COP TBM p. 34

Replace the last paragraph with the following:

*When traffic through a signalized intersection is guided into lanes other than the lanes normally used for that movement, visibility of the traffic signal indications should be checked. At least one, and preferably two signal faces shall be located within the 40-degree cone of vision approaching the signal. See p. 35 of COP TBM.*

COP TBM p. 36

Delete the last sentence in the second paragraph, and the first two sentences in the third paragraph referring to slurry seal. Add the following to the beginning of the third paragraph:

*Slurry seal is not to be used to obliterate markings unless specifically approved by the Transportation Department.*

COP TBM p. 36

Delete the entire “Parking Meters” section.

COP TBM p. 39

Last paragraph, add a fourth bullet point as follows:

- *The existing two-way-left-turn lane marking is obliterated or missing. This applies to any portion, even if only one side of the two-way-left-turn marking is missing.*

Immediately after p. 39 add the following:

**No Lane Lines On Multilane Streets**

*Where traffic is maintained on multilane streets without lane lines, the following minimum requirements apply.*

- *Centerline must be delineated with channelizing devices except where a raised median or other physical feature serves to indicate the left edge of the traveled way. Temporary pavement markers shall not be used for centerline delineation.*
- *Separate left turn pockets at signalized intersections must be delineated with channelizing devices or temporary pavement markers.*
- *Exclusive right turn lanes at driveways and intersections must be delineated with channelizing devices or temporary pavement markers.*
- *When channelizing devices are used to divide opposing lanes of traffic or divide two or more lanes traveling in the same direction for extended distances—beyond approximately 1/8<sup>th</sup> of a mile (660 feet)—spacing between devices may be extended to no more than 80 feet.*
- *Where the street normally carries no more than two lanes of traffic in one direction, no additional lane delineation between the centerline barricades (or raised median) and the curb is required.*
- *Where the street normally carries three or more lanes of traffic in one direction, delineation of the lanes between the centerline barricades (or raised median) and the outside curb is required. This can be done with channelizing barricades or with temporary pavement markings.*
- *If done with channelizing barricades, it is usually necessary to eliminate one through lane. For example where there are normally three lanes, channelize traffic into two lanes. This type of setup requires review and approval in advance.*
- *If done with temporary pavement markings, such markings shall be reflective and comply with ADOT Standard Specifications for Road and Bridge Construction, 2008, sections 701-2.05, 701-3.05, and 701-3.09. The Chip Seal Pavement Marker*

*per 701-2.05 and ADOT Standard Drawing M-20, may be used for fog, slurry, microseal, overlay and other paving projects where traffic is maintained without permanent lane lines. The markers may be placed on the top surface of a paving course on overlay and similar projects. All temporary pavement markings placed on or visible on final surface courses shall be placed in line with the location of permanent pavement markings. Unless otherwise specified in the project plans or specifications, the minimum spacing of the Chip Seal Marker is one marker per 40 feet, as noted on ADOT Standard Drawing M-20.*

COP TBM p. 52

Between the fourth and fifth paragraph, add the following:

*Channelization requires “KEEP LEFT” and/or “KEEP RIGHT” signs to clearly indicate the proper path to drivers. “KEEP LEFT” or “KEEP RIGHT” sign shall be placed at the beginning of a line of channelizing devices, except where the W12-1 or W12-1a lane splitter sign is used. In addition, “KEEP LEFT” and/or “KEEP RIGHT” signs shall be placed at each intersection and at a maximum spacing of 500 feet where intersections are spaced more than 500 feet apart. Additional “KEEP LEFT” and/or “KEEP RIGHT” signs shall be used as needed at or near driveways to direct drivers to the correct lanes. One “KEEP LEFT” and/or “KEEP RIGHT” sign may serve more than one driveway where the driveways are closely spaced.*

*However “KEEP RIGHT” and/or “KEEP LEFT” signs are not required in a short term setup (less than one hour) where traffic is not being channelized left of center and where channelizing devices are set in such a way that the proper path to follow is self-evident to drivers.*

COP TBM p. 56

Immediately before the heading “High Level Warning Devices:” insert the following:

**Longitudinal Channelizing Barricades**

*Longitudinal channelizing barricades are lightweight, deformable channelizing devices that can be used singly as Type I, II, or III barricades, or connected so they are highly visible and have good tar-*

*get value. They can be used to channelize vehicular and/or pedestrian traffic, and can provide a continuous separation between pedestrians and traffic lanes or work zones. When used during hours of darkness to channelize traffic, the channelizing barricades are to have approved barricade warning lights attached and operational.*

*Longitudinal channelizing barricades are not temporary traffic barriers. However, some devices can function either as a channelizing barricade or a temporary barrier depending on how they are installed. It is important to follow the manufacturer's instructions for a given device to make sure it is being installed properly for the intended use.*

#### COP TBM p. 57

Under “Flashing Devices and Applications” add the following:

*In addition to the types of lamps listed above, flashing devices may use light emitting diodes (LEDs) with the same flash rates and similar visibility characteristics as the listed lamp types.*

#### COP TBM p. 58

Under the heading “Arrow Panels” second paragraph, third sentence, delete “at night.”

In that same paragraph, delete the last sentence, which starts with “A common example...”

This has the effect of requiring arrow panels for lane closures on major streets, except for short term closures as provided for in Chapter 4 and illustrated in Figure 5 of the COP TBM, and for emergencies.

#### COP TBM p. 60

Replace the first two bullet points with the following:

- *Centerline markings are to be two 4-inch wide yellow lines with a 4-inch space between.*
- *Lane line markings are to be 4-inch wide white lines, placed with 10-foot lineal feet of marking and 30 lineal feet of space between markings. When approaching marked crosswalks,*

*the lane markings shall be 4-inch solid lines within approximately 75 feet of the crosswalk. Edge lines are to be 4-inch wide, continuous, white lines.*

COP TBM p. 60

Replace the next to last paragraph with the following:

*Temporary pavement markers may be used instead of paint or tape markings. Temporary markers shall be reflective and comply with ADOT Standard Specifications for Road and Bridge Construction, 2008, sections 701-2.05, 701-3.05, and 701-3.09. The Chip Seal Pavement Marker per 701-2.05 and ADOT Standard Drawing M-20, may be used in Mesa for fog, slurry, microseal, overlay, reconstruction and similar paving projects where traffic is maintained without permanent lane lines. When used on overlays, reconstruction and other projects that provide more than a surface treatment, the markers shall be placed on the new surface immediately after paving, rather than on the old surface before treatment. All temporary pavement markings placed on or visible on final surface courses shall be placed in line with the location of permanent pavement markings. If more recent versions of the ADOT Standard Specifications and Standard Drawings for temporary pavement markings or the Chip Seal Pavement Marker have been issued since adoption of this manual, the most recent version shall be used unless otherwise indicated by the City Traffic Engineer.*

COP TBM p. 61

Last paragraph, delete the remainder of the paragraph after the first two sentences (delete the third through sixth sentences).

COP TBM p. 62

Delete everything on this page and replace it with the following:

*Temporary barriers must be designed, installed, and maintained in compliance with the MUTCD and the AASHTO Roadside Design Guide. A detailed plan is required for any proposed use of temporary barriers. Such plan shall be prepared under the supervision of a registered professional engineer familiar with the design requirements for temporary barriers in the MUTCD and AASHTO Roadside Design Guide and sealed by the engineer.*

#### COP TBM p. 63-64

Delete these two pages and replace them with the following:

*In some situations, off-duty police officers or flaggers may be needed to assist with temporary traffic control.*

#### Police Officers

*Use of police officers for manual control of traffic is helpful with certain types of temporary control. Police officers are particularly helpful at major intersections where lanes are restricted and/or some movements are prohibited. Police officers can reinforce posted prohibitions, actively direct drivers in the appropriate direction, and can assess changing traffic conditions and respond accordingly.*

*The contractor, utility, agency or other entity responsible for the work should consider the need for a uniformed off-duty police officer to assist with temporary traffic control. Only uniformed Mesa police officers may be used for temporary traffic control within the City of Mesa, unless no off-duty Mesa officers are available. If no Mesa officers are available for a given date and time, off-duty State Department of Public Safety officers, or Maricopa County Sheriff's deputies may be used until the next date Mesa officers are available.*

*Scheduling and hiring of off-duty Mesa police officers for temporary traffic control is done through the Mesa Police Department at 480-644-2092. A minimum of 48 hours advance notice is needed. All costs associated with using off-duty police officers is the responsibility of the contractor, utility, agency or other entity responsible for the work.*

*Police officers hired to support construction, maintenance or special event traffic control should be briefed by their employer in detail on how the traffic is to move through the temporary traffic control zone, and what the officer is expected to do. Typical expectations of officers include:*

- *Position themselves so as to have a good view of traffic approaching from all directions*
- *Reinforce signed prohibitions on specific vehicle movements*
- *Be in uniform and equipped with proper equipment such as high-visibility safety vest, two-way radio, signal cabinet police panel key, etc.*
- *Assist pedestrians as needed through the work zone*
- *Direct traffic manually as needed to accommodate unforeseen or unusual traffic pattern changes*
- *Assist difficult flagging operations by providing a more authoritative presence to drivers.*

#### COP TBM p. 65

Second paragraph, add the following:

*Flaggers shall be trained and certified as flaggers by ATTSA or IM-SA, and possess current flagger certification.*

#### COP TBM p. 70

Third paragraph, delete the last three sentences and add the following:

*All temporary traffic control devices shall comply with NCHRP Report 350 requirements.*

#### COP TBM p. 103-107

Change the title of Appendix A-2 to “Definitions and Abbreviations” and add the following to the listed definitions:

**AASHTO:** *American Association of State Highway and Transportation Officials*

**ADOT:** *Arizona Department of Transportation*

**ATSSA:** *American Traffic Safety Services Association*

**COP:** *City of Phoenix*

**EMERGENCY:** *An unplanned event requiring immediate action to preserve or protect public health, safety or welfare (Add this to the existing definition on P. 105 of the COP TBM.)*



**IMSA:** *International Municipal Signal Association*

**MUTCD:** *The Manual On Uniform Traffic Control Devices as adopted by the Arizona Department of Transportation*

**NCHRP:** *National Cooperative Highway Research Program*

**NCU:** *Non-City Utility*

**ROW:** *Right-of-way*

**SERVICE VEHICLE:** *Any vehicle used in the construction, operation or maintenance of a municipal, utility, or other similar facility or infrastructure, or in the provision of service for a municipal, utility, or other similar service.*

**TBM:** *Traffic Barricade Manual*

**TTC:** *Temporary Traffic Control*

COP TBM p. 110-111

Delete Appendix A-4 in its entirety and replace it with the following:

**CITY OF MESA PHONE NUMBERS**

*Temporary Traffic Control Permits*

<i>&amp; Information.</i> .....	<i>480-644-4882(4TTC)</i>
<i>Traffic Engineering Main Number</i> .....	<i>480-644-2160</i>
<i>Engineering Construction</i> .....	<i>480-644-2253</i>

*After Hours, Weekends & Holidays, Emergency Numbers*

<i>Fire/Police/Medical Emergency</i> .....	<i>911</i>
<i>Police (Non-emergency)</i> .....	<i>480-644-2211</i>
<i>Utilities Control Center (UCC)</i> .....	<i>480-644-2262</i>

*UCC will call out staff as needed to deal with an emergency involving City utilities, streets, traffic signals, etc.*

*Other Numbers*

<i>Development Services .....</i>	<i>480-644-4273</i>
<i>Energy Resources Admin. (Gas, Electric).....</i>	<i>480-644-2749</i>
<i>Fire Department non-emergency.....</i>	<i>480-644-2622</i>
<i>Graffiti Hotline .....</i>	<i>480-644-3083</i>
<i>Police—Off-duty Officers.....</i>	<i>480-644-2092</i>
<i>Solid Waste .....</i>	<i>480-644-2688</i>
<i>Storm Drains .....</i>	<i>480-644-3038</i>
<i>Streetlights.....</i>	<i>480-644-3038</i>
<i>Traffic Signals.....</i>	<i>480-644-2160</i>
<i>Transportation Field Operations .....</i>	<i>480-644-3038</i>
<i>Utilities—see Energy Resources or Water Resources</i>	
<i>Water Resources Admin. (Water, Wastewater).....</i>	<i>480-644-2142</i>

# Temporary Traffic Control

## Permit Rules and Procedures

NOTE: These Rules and Procedures may be revised from time to time. Any revisions will be posted on the Transportation Department web site at <http://www.mesaaz.gov/transportation>.

**A. PERMISSION TO RESTRICT PUBLIC WAYS REQUIRED.** Per Mesa City Code, Title 10, Chapter 10, prior Transportation Department approval is required for all restrictions (partial or full) on any public way including streets, sidewalks, alleys, bike lanes, or multi-use paths within the City of Mesa except as noted in B below. While issuance of a Temporary Traffic Control (TTC) permit authorizes the facility to be restricted as indicated on the permit, it does not guarantee any exclusive right to occupy a particular portion of the public way. Weather, emergencies, incidents or other planned projects might temporarily curtail construction and maintenance activities for which a permit has been issued. Coordination with others working in the area is the responsibility of those doing the work.

**B. EXCEPTIONS.** A TTC permit is not required for a restriction for which **ALL** of the following apply:

1. Restriction lasts less than one (1) hour, and
  2. Only one (1) traffic lane is restricted, and
  3. No part of the lane restriction (including taper) is closer than 300' to a signalized intersection, and
  4. The restriction does not take place during the peak hours specified in the Traffic Barricade Manual (6:30 to 8:30 AM and 4:00 to 6:00 PM weekdays).
- TTC Staff may make an exception to condition 3 above.

In addition, a TTC permit is not required on a local street for work in one location, where the street remains open to traffic in both directions, and where sidewalks are not restricted.

A TTC permit is required for local streets where the project involves work on more than one street in a neighborhood. A permit is also required when a sidewalk will be closed.

**C. APPLICATION PROCEDURE.** For work being done under a Right-of-Way (ROW) Permit or Non-City Utility (NCU) Permit and subject to permit fees, all fees must be paid and a ROW or NCU permit issued before applying for a TTC Permit. See “Temporary Traffic Control Permit Fees” in the next section.

TTC fees are based on the number of days traffic restrictions are expected to be in place. There could be several different traffic control setups throughout the life of a project. Each unique traffic control configuration requires specific approval, which means a single project could have several different TTC permits associated with it. If the different traffic control configurations can be adequately described in one application, a single TTC permit could be issued for the entire project. However in many cases it may be simpler to submit individual TTC permit applications as the project progresses. Any number of TTC permits can be issued as needed throughout the life of a project. The TTC fee depends only on the number of days restrictions are in place, not the number of permits issued.

**To request permission to restrict a City transportation facility:**

Complete a TTC permit application and submit it via email, fax, or in person. Application forms are available on the Transportation Department web site at:

<http://www.mesaaz.gov/transportation>.

By Web: <http://www.mesaaz.gov/transportation>

By Email: Email completed application form to  
[barricade@mesaaz.gov](mailto:barricade@mesaaz.gov)

By Fax: 480-644-3130  
Attention Traffic Barricading Coordinator

In Person: Mesa Transportation  
300 E. 6<sup>th</sup> Street,  
M-Th 7:00 AM to 6:00 PM

For questions or emergency notifications:  
Phone 480-644-4TTC (480-644-4882)

For unusual or complicated situations, the applicant is encouraged to call and discuss the traffic control before submitting an application.

Contractors are strongly encouraged to plan ahead and submit applications several days before their desired start date. While staff strive to process applications quickly, normal turn-around times can be as long as listed in the table below, assuming the application and supporting documents are complete and correct.

Desired First Day of Restriction	Application for Partial Restriction Due by 11:00 AM on	Application for Full Closure Due by 11:00 AM on
Monday	Previous Monday	2 <sup>nd</sup> Monday before closure
Tuesday	Previous Tuesday	2 <sup>nd</sup> Tuesday before closure
Wednesday	Previous Wednesday	2 <sup>nd</sup> Wednesday before closure
Thursday	Previous Thursday	2 <sup>nd</sup> Thursday before closure
Friday Saturday Sunday	Previous Monday	2 <sup>nd</sup> Monday before closure

**NOTE:**

- If any City holidays fall within these time frames, turn-around times will be correspondingly longer.
- These turn-around times do not account for public advance notice times required for certain restrictions as listed in the Traffic Barricade Manual. If advance public notice is required, applications need to be submitted with additional lead time.
- A minimum lead time of 30 calendar days is required for requests for full arterial street or intersection closures, half-street closures, and other restrictions with similar major traffic impacts. Additional internal City review and coordination are required for these requests, and clear, complete, and correct supporting documents are critical to a thorough and timely review.

**D. TRAFFIC CONTROL PLAN.** A traffic control plan must be submitted when **any** of the following conditions apply:

1. Complete street or alley closure is requested, or

2. Any portion of a sidewalk will be closed (Plan must show pedestrian accommodation in detail.) or
  3. Lane restrictions (including tapers) are within 300 feet of a signalized intersection, or
  4. Restrictions are requested during peak periods defined in the Traffic Barricade Manual (6:30 to 8:30 AM and 4:00 to 6:00 PM weekdays), or
  5. The minimum number of lanes specified in Chapter 2 (p. 12-13) of the 2007 Phoenix Traffic Barricade Manual will not be available, or
  6. Any time when requested by the Transportation Department.
- This requirement may be waived by TTC Staff.

Traffic Control Plans shall include the following:

1. The location of the work area in relation to the cross streets, driveways, alleys, bike lanes or other major reference points. Sidewalks, transit stops and nearby schools, hospital, fire stations or other major facilities shall be noted.
2. An accurate depiction of the street geometry, number of lanes, etc.
3. The size of the work zone including all relevant dimensions.
4. All temporary traffic control devices required for the work zone.
5. How access will be maintained to properties along the work zone.
6. How pedestrian access will be maintained through the work zone, and how access to affected transit stops will be maintained.
7. The posted speed limit.

**E. CHANGES AND EXTENSIONS.** After a permit is issued, if the work needs to be cancelled or rescheduled, notification should be submitted by 1:00 p.m. the business day prior to the date the work was origi-

nally planned to be done. If the work needs to extend beyond the date in the original permit, a request for extension should be made by 1:00 p.m. the business day prior to the expiration of the original permit. If the requested extension requires an extension fee, that fee must be paid before an extension will be granted.

Notice of cancellation or the need to reschedule ideally should be made by email so there is a written record of the request. However such requests can also be made in person, by fax, or by phone. In the latter cases, a confirmation email acknowledging receipt of the request will be sent by TTC Staff to the email address on the original TTC permit.

**F. EMERGENCIES.** Transportation should be notified of unplanned restrictions due to emergencies such as water main breaks, utility damage, pavement failures, etc. as soon as practical at 480-644-4TTC (4882) or by email at [barricade@mesaaz.gov](mailto:barricade@mesaaz.gov). An emergency is an unplanned event requiring immediate action to preserve or protect public health, safety or welfare. An event or incident that does not require an immediate response and can be scheduled for a future time does not meet the definition of an emergency.

**G. APPROVAL.** Upon approval of the request, a TTC permit number will be issued, and a confirmation will be sent by email or fax to the applicant, the City of Mesa inspector, and the primary contact at the set-up barricade company. If a request cannot be approved as submitted, the Traffic Barricade Coordinator will contact the requestor to discuss alternatives, and will keep the City of Mesa inspector and barricade company contact informed of the outcome.



# Temporary Traffic Control Permit Fees

For projects where work is being done under a right-of-way (ROW) or non-City utility (NCU) permit and subject to permit fees, the TTC fee must be paid at the same time as the other fees required before a ROW or NCU permit is issued. Therefore, a ROW or NCU permit must be issued before a TTC permit application can be submitted. The amount of the TTC fee is based on the number of days the permit holder plans to have restrictions in place on any City street, sidewalk, bicycle lane, equestrian, bicycle, pedestrian or multi-use path, special use trail, alley, highway or other facility (referred to as “City transportation facilities”) per the following table. Each day or partial day that a restriction is in place is considered one restriction-day.

Temporary Traffic Control Fees	
# of Days with Restrictions in Place on Public Facilities	Fee
Minimum-No Restrictions Planned	\$50
1-3 Days	\$100
4-15 Days	\$300
16-30 Days	\$600
Permit Extension Fees	
1-3 Days	\$100
4-15 Days	\$300
16-30 Days	\$600

The TTC fee paid and thus the number of restriction-days allowed will be monitored based on the approved TTC permit applications. If additional days with restrictions are needed, a permit extension fee must be paid through Permit Services (where all ROW and NCU permits are

issued) before any further TTC applications will be approved. The following rules apply to use and calculation of TTC restriction-days:

- Restrictions in place for any portion of a day count as one restriction-day used. There will be no credit for restrictions in place for a partial day.
- Restriction-days are assumed to be used per the approved TTC permit unless notice of the restriction being cancelled or re-scheduled is received no later than 1:00 p.m. the business day prior to the day on which the restriction was originally planned. Notice must be provided by fax, email or in person via the same contact points for TTC permit applications noted above.
- Except for cancelled and rescheduled restrictions mentioned above, no credit for unused restriction-days will be made. Credit will be given for cancelled restriction-days when proper notification is given as described above. The credit will remain with the original project under which the fees were paid.
- A project typically consists of work under a single ROW or NCU permit. However a group of ROW or NCU permits will be considered a single project if the fees for all are paid by the same customer, and paid together as a group. In this case, the restriction-days will be available for work under any of the permits in that group. There will be no refunds of fees for unused restriction-days.
- The minimum fee applies:
  - When work is in the right-of-way under a ROW or NCU permit, but there will be no restrictions to City transportation facilities, or
  - When traffic control devices are placed in the right-of-way but they only restrict access to a private facility.

NOTE: TTC Permit fees may be revised as part of the City's annual budget process. The current Schedule of Fees and Charges is available on the web site: <http://www.mesaaz.gov>.

## CIVIL SANCTIONS

It is the City's intent to work with the temporary traffic control and contracting community to achieve voluntary compliance with the City's temporary traffic control regulations. However, if necessary, violations of the Traffic Barricade Manual or any provision of Title 10, Chapter 10 may result in a civil sanction as listed in the table below. The civil sanction listed is the amount per day for a violation.

CITY CODE	VIOLATION	CIVIL SANCTION
10-10-3(E)(1)	Any act, error, or omission within the right-of-way that creates an imminent risk of death or injury.	\$1,500.00
10-10-3(E)(2)	Restricting the right-of-way or easement without a required Temporary Traffic Control Permit.	\$1,000.00
10-10-3(E)(3)	Restricting traffic during peak traffic hours as described in the Traffic Barricade Manual without authorization.	\$1,000.00
10-10-3(E)(4)	Failing to correct or cure a violation of the Traffic Barricade Manual within the time period stated on the notice of violation.	\$1,000.00
10-10-3(E)(5)	Restricting the right-of-way at an intersection with traffic signals without any work being conducted for which the restriction is necessary for a period of one continuous hour unless otherwise approved.	\$1,000.00

CODE	VIOLATION	CIVIL SANCTION
10-10-3(E)(6)	Improperly closing a sidewalk or closing a sidewalk without first obtaining a required traffic control permit.	\$500.00
10-10-3(E)(7)	Failing to comply with the conditions, restrictions, limits, or location of a Temporary Traffic Control Permit.	\$500.00
10-10-3(E)(8)	Failing to install advance warning signs or failing to install advance warning signs that comply with the Traffic Barricade Manual.	\$500.00
10-10-3(E)(9)	Failing to install traffic barricades or channelizing devices or failing to install barricades or channelizing devices that comply with the Traffic Barricade Manual.	\$500.00
10-10-3(E)(10)	Failing to remove an advance warning sign leaving the sign facing traffic after the traffic restriction has been removed.	\$250.00

CODE	VIOLATION	CIVIL SANCTION
10-10-3(E)(11)	Failing to remove traffic control devices from the right-of-way within twenty-four hours after expiration of the Temporary Traffic Control Permit.	\$250.00
10-10-3(E)(12)	Failing to install and maintain traffic control devices that meet the quality requirements described in the Traffic Barricade Manual.	\$250.00
10-10-3(E)(13)	Rendering a bus stop inaccessible without relocating it or making other approved accommodations.	\$250.00
10-10-3(E)(14)	Failure to comply with any other provision of the Traffic Barricade Manual or this Chapter whether or not a Temporary Traffic Control Permit is required.	\$250.00

## NOTES

# **EXCERPT FROM MESA CITY CODE**

## **TITLE 10, CHAPTER 10**

### **TEMPORARY TRAFFIC CONTROL**

#### **SECTION:**

**10-10-1: TRAFFIC BARRICADE MANUAL**

**10-10-2: AUTHORITY TO APPROVE OR DENY RESTRICTIONS AND  
ISSUE PERMITS**

**10-10-3: VIOLATIONS AND ENFORCEMENT**

#### **10-10-1: TRAFFIC BARRICADE MANUAL**

- (A) City Traffic Barricade Manual. The City Traffic Engineer shall develop, publish, and revise from time to time as needed, a manual on procedures and practices necessary to establish temporary control measures to be used in conjunction with partial and full restrictions of all City streets, sidewalks, bicycle lanes, equestrian, bicycle, pedestrian or multi-use paths, special use trails, alleys, highways, transit stops or other facilities, hereinafter referred to as "City Transportation Facilities," to be used in conjunction with any work, construction, maintenance, or other use of City rights-of-way or easements. Such City Traffic Barricade Manual may consist of a manual or manuals, in whole or in part, developed and published by other cities, states or the federal government, along with modifications, amendments, or a supplement specific to the City of Mesa. The City Traffic Barricade Manual shall be adopted by City Council resolution.
- (B) The City Traffic Engineer or designee, is authorized to approve or disapprove barricading utilized on any City Transportation Facility, and to take those actions necessary, in his professional judgment and in accordance with the City Traffic Barricade Manual, to promote, preserve and protect public health, safety and welfare on such City Transportation Facilities with respect to barricading and temporary traffic control.
- (C) It is unlawful for any person to restrict any portion of a City Transportation Facility, City right-of-way or easement in a manner that is not in compliance with the City Traffic Barricade Manual unless approved by the City Traffic Engineer or designee.

**10-10-2:        AUTHORITY TO APPROVE OR DENY  
RESTRICTIONS AND ISSUE PERMITS**

- (A) Authority to Approve or Deny Restrictions. The City Traffic Engineer or a designee shall have the authority to approve or deny all partial and full restrictions of City Transportation Facilities in conjunction with any work, construction, maintenance, or other use of City rights-of-way or easements to promote, preserve or protect public health, safety and welfare by minimizing impact on the traveling public and gaining compliance with temporary traffic control standards with respect to such restrictions.
- (B) City Traffic Engineer to Establish Procedures, Rules and Issue Permits. The City Traffic Engineer shall develop, publish, and revise from time to time as needed, procedures and rules, hereinafter referred to as the Rules, for applying for permission to restrict any portion of a City Transportation Facility, City right-of-way, or easement, and is authorized to issue or cause to be issued a Temporary Traffic Control Permit for all such requests that are approved. The Rules may include blanket exceptions for certain types of work or specific types of restrictions for which a temporary traffic control permit is not necessary. Each Temporary Traffic Control Permit shall include general and special conditions as determined necessary by the City Traffic Engineer or designee for the permit holder's temporary use of the right-of-way to promote, preserve or protect public health, safety and welfare by minimizing impact on the traveling public and gaining compliance with temporary traffic control standards with respect to such restrictions.
- (C) Permit Required. No person shall restrict any portion of any City Transportation Facility, City right-of-way or easement without first obtaining a valid Temporary Traffic Control Permit from the Transportation Department unless otherwise provided for in the Rules.
- (D) Temporary Traffic Control Permit Modification, Suspension or Revocation. The City Traffic Engineer or designee may modify any condition of a Permit, or suspend or revoke such Temporary Traffic Control Permit at any time when necessary, in his sole discretion, to promote, preserve or protect public health, safety and welfare. Such Permit may also be suspended or re-



voked if the permit holder fails to follow the Traffic barricade manual, applicable laws, or any general or special conditions of the Permit.

- (E) Fees. Temporary Traffic Control fees must be paid at the time of issuance of a right-of-way or non-city utility permit, and renewal fees, if any, must be paid in advance according to the Schedule of Fees and Charges and the Rules except as provided in subsection (F) below.
- (F) Fees Not Required. Temporary Traffic Control fees are not required for restrictions for neighborhood block parties, for restrictions in connection with activities conducted by City employees in the course of their duties, or activities being carried out by others under direct contract to the City or under subcontract to another who is under direct contract to the City, or in any instance where the City Manager or his designee determines that it is in the City's best interest to waive Temporary Traffic Control fees.

### **10-10-3 VIOLATIONS AND ENFORCEMENT**

- (A) The City Traffic Engineer or designee, is authorized to enforce the provisions of this Chapter as follows:
  - 1. Seeking voluntary compliance through information and education;
  - 2. Issuing corrective action or violation notices and warnings;
  - 3. Other informal means designed to achieve compliance in the most efficient and effective manner;
  - 4. In cooperation with the Engineering Department, issuing stop work notices;
  - 5. Suspending or revoking Temporary Traffic Control Permits;
  - 6. In cooperation with the Development Services Division, placing a hold on issuance of new right-of-way and/or Temporary Traffic Control permits for the same company or individual;
  - 7. Issuing a civil citation for civil sanctions under this Chapter;
- (B) Remedies Not Exclusive. Violations of this Chapter are in addition to any other violation established by law, and this section shall not be interpreted as limiting the penalties, actions, or abatement procedures which may be taken by the City or other persons under the law, ordinances, or Rules.
- (C) Responsible Parties:

1. Any person or his agent who causes, permits, facilitates, aids, or abets any violation of this Chapter, or who fails to perform any act or duty required pursuant to this section, is subject to the enforcement provisions of this Chapter. The person and his agent may be found to be individually responsible for the violations, the prescribed civil sanctions, and the abatement of the violations.
2. Any person, firm, or agency conducting work in the public right-of-way or easement is responsible for assuring that all related activities comply with the provisions of this Chapter. Contracting with another person, firm or agency (subcontractor) for temporary traffic control services does not relieve the person, firm or agency conducting the work of the obligation to comply with the provisions of this Chapter.

(D) Civil Violations and Citation:

1. Violation of any portion of this Chapter is a civil violation. A civil action for violations of this Chapter may be commenced by issuance of a citation.
2. The citation will be substantially in the form established by the City Traffic Engineer. These citations may be issued by Transportation Department employees working under the authority of the City Traffic Engineer or designee. The citation shall be served by personal service, or by certified or registered mail, return receipt requested.

# ADOPTION OF CITY OF MESA TRAFFIC BARRICADE MANUAL

Effective August 6, 2011

The City of Mesa has adopted the City of Phoenix 2007 Traffic Barricade Manual with a City of Mesa Supplement, effective August 6, 2011. This was done by the City Council's passage of Resolution No. 9891 and Ordinance No. 5052 on July 7, 2011. Both are copied below.

RESOLUTION NO. 9891

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, DECLARING AS PUBLIC RECORDS THOSE CERTAIN DOCUMENTS FILED WITH THE CITY CLERK AND ENTITLED "CITY OF PHOENIX 2007 TRAFFIC BARRICADE MANUAL," AND "CITY OF MESA SUPPLEMENT TO THE CITY OF PHOENIX 2007 TRAFFIC BARRICADE MANUAL, JUNE 2011"

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MESA,  
MARICOPA COUNTY, AS FOLLOWS:

Section 1: That certain document entitled "City of Phoenix 2007 Traffic Barricade Manual," three copies of which are on file in the office of the City Clerk is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

Section 2: That certain document entitled "City of Mesa Supplement to the City of Phoenix 2007 Traffic Barricade Manual, June 2011" three copies of which are on file in the office of the City Clerk is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

PASSED AND ADOPTED by the City Council of the City of Mesa, Maricopa County,  
Arizona, this 7<sup>th</sup> day of July, 2011.

APPROVED:

ATTEST:

Diana Crocker  
City Clerk



ORDINANCE NO. 5052

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, ADOPTING A TRAFFIC BARRICADE MANUAL AND AMENDMENTS; REPEALING ORDINANCE 3562; PRESERVING RIGHTS AND DUTIES THAT HAVE ALREADY MATURED AND PROCEEDINGS THAT HAVE ALREADY BEGUN THEREUNDER, AND PROVIDING CIVIL SANTIONS FOR THE VIOLATION THEREOF.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, AS FOLLOWS:

Section 1: That Ordinance 3562, adopting the 1998 Traffic Barricade Manual, is hereby repealed. The repeal of Ordinance 3562 does not affect rights and duties that matured, penalties that were incurred, or proceedings that were begun before the effective date of this repeal.

Section 2: That the City of Phoenix 2007 Traffic Barricade Manual, along with the City of Mesa Supplement to the City of Phoenix 2007 Traffic Barricade Manual, June 2011, three copies of which Manual and Amendments are on file in the office of the City Clerk, and which have been declared to be a public record by Resolution No. 9891 of the City of Mesa, are hereby adopted as the Traffic Barricade Manual of the City of Mesa as though fully set forth herein.

Section 3: PENALTY: That any person who shall violate any of the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed \$2,500.00 or by imprisonment in the City Jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

Section 4: SEVERABILITY. If any provision of this ordinance is held to be unenforceable or unconstitutional by a court of competent jurisdiction, the remaining provisions shall remain in effect.

Section 5: EFFECTIVE DATE. The effective date of this ordinance shall be 30 days following adoption by the Mesa City Council.

PASSED AND ADOPTED by the City Council of the City Of Mesa,  
Maricopa County, Arizona, this 7<sup>th</sup> day of July, 2011.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

